

**MINUTES OF THE
LEGISLATIVE INFORMATION TECHNOLOGY STEERING COMMITTEE**

Wednesday, September 19, 2007 – 4:30 p.m. – Room W325 House Building

Members Present:

Sen. Sheldon L. Killpack, Senate Chair
Rep. David Clark, House Chair
Sen. Curtis S. Bramble
Sen. Patricia W. Jones
Rep. Carol Spackman Moss
Mr. Jonathan Ball
Mr. Chris Bleak
Mr. Ric Cantrell
Mr. Mike Christensen
Mr. John M. Schaff

Absent Members:

Rep. Brad L. Dee

Staff Present:

Mr. Mark J Allred, IT Manager
Mr. Chris Parker, Associate General Counsel
Ms. Chelsea Barrett, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Committee Business

Chair Clark called the meeting to order 4:45 p.m.

2. Networking for the Capitol

The Committee discussed the revised Service-Level Agreement (version 5). Mr. Parker outlined changes and revisions for the Committee from the previous meeting. The Committee discussed the new changes and additions. Mr. Parker was asked by the Committee to make some particular wording changes.

The Committee discussed equipment for the Capitol and Chair Killpack noted that the Committee will need a detailed list of needed equipment from the House of Representatives, Senate, the Office of Legislative Research and General Counsel, and the Office of Legislative Fiscal Analyst.

MOTION: Chair Clark moved to accept the Service-Level Agreement. The motion passed unanimously.

The Committee noted that DTS should maintain backup equipment for Legislative needs. The Committee discussed the timing of moving into the remodeled Capitol to ensure the Legislature is prepared for the General Session.

The Committee asked Mr. Allred to be accountable for checking that all needs have been met in the different offices. The Committee decided to check with the House of Representatives, Senate, the Office of Legislative Research and General Counsel and the Office of Legislative Fiscal Analyst to inquire if technical updates or modifications are needed.

MOTION: Chair Killpack moved to have the following provisions looked at in the Service-Level Agreement: (1) the cost of the network provider; (2) IT check-ins and updates from the House of Representatives, Senate, the Office of Legislative Research and General Counsel and the Office of Legislative Fiscal Analyst; and (3) a detailed equipment list from each entity. The motion passed unanimously with Rep. Moss absent for the vote.

3. Other Committee Business / Adjourn

The Committee planned the next meeting for Tuesday, October 16th at 7:30 a.m.

MOTION: Chair Clark moved to adjourn. The motion passed unanimously with Rep. Moss absent for the vote.

Chair Clark adjourned the meeting at 5:45 p.m.